

**Enrolled Minutes of the Twelfth Regular or Special Meeting  
For the Twenty-Ninth Highland Town Council  
Regular Plenary Meeting (Electronic)  
Monday, June 08, 2020**

The Twenty-Ninth Town Council of the Town of Highland, Lake County, Indiana met in its regular plenary session on Monday, June 08, 2020 at 6:32 O'clock P.M. in the regular place, the Highland Municipal Building, 3333 Ridge Road, Highland, Indiana.

This meeting was convened as an *electronic meeting*, pursuant to Governor Holcomb's Executive Order 20-04 and 20-09, an extended by Executive Order 20-30, allowing such meetings pursuant to IC 5-14-1.5-3.6 for the duration of the COVID-19 public health emergency. All persons met remotely on a Zoom platform that allowed for real time interaction, and supported the public's ability to observe and record the proceedings. When the agenda item provided for public comment, this was supported as well. Councilor Herak, while not required under the Governor's orders, was present on the premises of the plenary meeting room.

Pursuant to HMC Section 2.05.130(A)(2), the Town Council considered and reviewed the agenda in an informal proceeding.

The Town Council President, Mark J. Schocke presided. The Town Clerk-Treasurer, Michael W. Griffin, was present to memorialize the proceedings. The meeting was opened with Councilor Roger Sheeman offering a prayer and then leading in the Pledge of Allegiance to the Flag of the United States of America. (*Resume*)

**Roll Call:** Present on roll call were Councilors Bernie Zemen, Mark Herak, Mark J. Schocke, Thomas Black and Roger Sheeman. The Clerk-Treasurer, Michael W. Griffin was present to memorialize the proceedings. A quorum was attained.

**Additional Officials Present:** (all electronically) John P. Reed, Town Attorney; John M. Bach, Public Works Director; Pete Hojnicky, Police Chief; William R. Timmer, Jr., CFOD, Fire Chief; Alex M. Brown, CPRP, Parks and Recreation Superintendent; Kathy DeGuilio-Fox, Redevelopment Director; and Kenneth J. Mika, Building Commissioner, were present.

*Also present:* Larry Kondrat and Rick Volbrecht (electronically) of the Board of Waterworks Directors; Richard Underkofler (electronically) of the Tree Board; and Ed Dabrowski IT (Contract) Director (electronically) were also present.

*Guests:* Robin Carlascio of the Idea Factory, was also present electronically.

**Minutes of the Previous Meeting:** The minutes of the regular meeting of May 11, 2020 was submitted for consideration. Councilor Zemen moved the approval of the minutes. Councilor Black seconded. Upon a roll call vote, there were five affirmatives and no negatives. The motion passed. The minutes of 11 May 2020 were approved.

**Special Orders:**

1. **Consideration of Proposed Additional Appropriations:** (non-controlled funds) Proposed Additional Appropriations in Excess of the 2020 Budget for the Gaming Revenue Sharing Fund, General Improvement Fund, Economic Development Local Income Tax Fund, Public Safety Local Income Tax Fund, and the Innkeeper Tax Fund.
  - (a) *Attorney verification of Proofs of Publication:* The TIMES 14 May 2020. The Town Attorney indicated that he had reviewed the proof of publication and that he found it in order.

(b) **Public Hearing.** The Town Council called the public hearing to order. The following comment was received:

1. Larry Kondrat, Highland, Indiana, sought clarification regarding the components of the account for engineering and semaphores. The Clerk-Treasurer responded.

(c) Action on **Appropriation Enactment No. 2020-25:** An Enactment Appropriating Additional Moneys in Excess of the Annual Budget for the Gaming Revenue Sharing Fund, General Improvement Fund, Economic Development Local Income Tax Fund, Public Safety Local Income Tax Fund, and the Innkeeper Tax Fund, all pursuant to I.C. 6-1.1-18, and I.C. 36-5-3-5.

Councilor Zemen introduced Enactment No. 2020-25 and moved for its consideration on the same meeting of its introduction. Councilor Sheeman seconded. Upon a roll call vote, a unanimous vote being necessary, there were five affirmatives and no negatives. The motion passed. The enactment could be considered at the same meeting of introduction.

Councilor Zemen moved for the passage and adoption of Enactment No. 2020-25 on the same meeting of its introduction. Councilor Sheeman seconded. Upon a roll call vote, a two-thirds vote being necessary, there were five affirmatives and no negatives. The motion passed. The enactment was passed and adopted at the same meeting of introduction.

**Town of Highland  
 Appropriation Enactment  
 Enactment No. 2020-25**

AN ENACTMENT APPROPRIATING ADDITIONAL MONEYS IN EXCESS OF THE ANNUAL BUDGET for the GAMING REVENUE SHARING FUND, ECONOMIC DEVELOPMENT LOCAL INCOME TAX FUND, PUBLIC SAFETY LOCAL INCOME TAX FUND, AND INNKEEPER TAX FUND, ALL PURSUANT TO I.C. 6-1.1-18, and I.C. 36-5-3-5.

WHEREAS, Following a public hearing advertised pursuant to I.C. 5-3-1, it has been determined that it is now necessary to appropriate more money than was appropriated in the annual budget for the **Gaming Revenue Sharing Fund, Economic Development Local Income Tax Fund, Public Safety Local Income Tax Fund, and Innkeeper Tax Fund;**

WHEREAS, It has been determined that such additional appropriations as may be approved by this enactment, will not increase the levies set under I.C. 6-1.1-17, if any, all pursuant to I.C. 36-5-3-5;

NOW, THEREFORE BE IT ENACTED by the Town Council of the Town of Highland, Lake County, Indiana, as follows:

**Section 1.** That for the expenses of said municipality, the following additional sums of money are hereby appropriated and ordered set apart out of the **Information Communications Technology Fund** herein named and for the purposes herein specified, subject to the laws governing the same:

GAMING REVENUE SHARING FUND

**Increase:**

Acct. No. 091-0000-31002 Engineering		<u>\$ 84,500.00</u>
	<i>Total Series:</i>	\$ 84,500.00

**Total Increase: \$ 84,500.00**

**Decrease:**

Acct. No. 091-0000-23005 Road Salt:		<u>\$ 4,020.33</u>
	<i>Total Series:</i>	\$ 4,020.33

Acct. No. 091-0000-44307 45 <sup>th</sup> & 5 <sup>th</sup> Street ROW:		<u>\$ 1,095.21</u>
	<i>Total Series:</i>	\$ 1,095.21

**Total Decreases: \$ 5,115.54**

**Total Net Fund Increase: \$ 79,384.46**

**Section 2.** That for the expenses of said municipality, the following additional sums of money are hereby appropriated and ordered set apart out of the **Economic Development Local Income Tax Fund** herein named and for the purposes herein specified, subject to the laws governing the same:

ECONOMIC DEVELOPMENT LOCAL INCOME TAX FUND:

**Increase:**  
Account No. 250-0000-35010 Downtown Development: \$ 5,000.00  
Total Series: \$ 5,000.00  
  
**Total for the Fund: \$5,000.00**

**Section 3.** That for the expenses of said municipality, the following additional sums of money are hereby appropriated and ordered set apart out of the **Public Safety Local Income Tax Fund** herein named and for the purposes herein specified, subject to the laws governing the same:

PUBLIC SAFETY LOCAL INCOME TAX FUND:

**Increase:**  
Account No. 249-0000-290000 PPE and COVID Supplies: \$ 4,000.00  
Total Series: \$ 4,000.00  
  
**Total for the Fund: \$ 4,000.00**

**Section 4.** That for the expenses of said municipality, the following additional sums of money are hereby appropriated and ordered set apart out of the **Innkeeper Tax Fund** herein named and for the purposes herein specified, subject to the laws governing the same:

INNKEEPER TAX FUND:

**Increase:**  
Account No. 024-0000-22908 Semaphores: \$ 2,000.00  
Total Series: \$ 2,000.00  
  
**Total for the Fund: \$ 2,000.00**

**Section 5.** That the Clerk-Treasurer is hereby authorized and instructed to inform the Department of Local Government Finance of this action and that these monies be made available for expenditure pursuant to I.C. 6-1.1-18.

**Section 6.** That in satisfaction and for the purposes of the provisions set out in I.C. 36-5-2-9.6, I.C. 36-5-3-5, I.C. 36-5-4-2, this enactment shall be deemed properly filed and introduced before the Town Council at a regular or special meeting, properly called and convened pursuant to I.C. 5-14-1.5 et seq.

Introduced and Filed on the 8<sup>th</sup> Day of June 2020. Consideration on the same day or at same meeting of introduction sustained a vote of 5 in favor and 0 opposed, pursuant to IC 36-5-2-9.8.

**DULY ORDAINED AND ADOPTED** this 8<sup>th</sup> Day of June 2020, by the Town Council of the Town of Highland, Lake County, Indiana, having been passed by a vote of 5 in favor and 0 opposed.

**TOWN COUNCIL of the TOWN of  
HIGHLAND, INDIANA**

/s/Mark J. Schocke, President (IC 36-5-2-10)

**ATTEST:**

/s/Michael W. Griffin, IAMC/MMC/CPFA/CPFIM/CMO  
Clerk-Treasurer (IC 33-42-4-1; IC 36-5-6-5)

**2. Consideration of Proposed Additional Appropriations:** (controlled funds): Proposed Additional Appropriations in Excess of the 2020 Budget for the Redevelopment General Fund and in the Works Board Department of the Corporation General Fund.

(a) *Attorney verification of Proofs of Publication:* The TIMES 14 May 2020. The Town Attorney indicated that he had reviewed the proof of publication and that he found it in order.

- (b) **Public Hearing.** The Town Council President called the hearing to order. There were no comments. The hearing was closed.
- (c) Action on **Appropriation Enactment No. 2020-26:** An Enactment Appropriating Additional Moneys in Excess of the Annual Budget for the Office of the Clerk-Treasurer of the Corporation General Fund, all pursuant to I.C. 6-1.1-18, and I.C. 36-5-3-5.

Councilor Zemen introduced Enactment No. 2020-26 and moved for its consideration on the same meeting of its introduction. Councilor Sheeman seconded. Upon a roll call vote, a unanimous vote being necessary, there were five affirmatives and no negatives. The motion passed. The enactment could be considered at the same meeting of introduction.

Councilor Zemen moved for the passage and adoption of Enactment No. 2020-26 on the same meeting of its introduction. Councilor Sheeman seconded. Upon a roll call vote, a two-thirds vote being necessary, there were five affirmatives and no negatives. The motion passed. The enactment was passed and adopted at the same meeting of introduction.

**Town of Highland**  
**APPROPRIATION ENACTMENT**  
**Enactment No. 2020-26**

**An Enactment Appropriating Additional Moneys in Excess of the Annual Budget for the Works Board Department of the Corporation General Fund and in the Redevelopment General Fund, all pursuant to I.C. 6-1.1-18, I.C. 36-5-3-5, et seq.**

WHEREAS, Following a public hearing advertised pursuant to I.C. 5-3-1, it has been determined that it is now necessary to appropriate more money than was appropriated in the annual budget for the **Works Board Department of the Corporation General Fund and in the Redevelopment General Fund;**

WHEREAS, It has been determined that such additional appropriations as may be approved by this enactment, will not increase the levy set under I.C. 6-1.1-17, all pursuant to I.C. 36-5-3-5;

NOW, THEREFORE BE IT ENACTED by the Town Council of the Town of Highland, Lake County, Indiana, as follows:

**Section 1.** That for the expenses of said municipality, the following additional sums of money are hereby appropriated and ordered set apart out of the **Works Board Department of the Corporation General Fund** and for the purposes herein specified, subject to the laws governing the same:

CORPORATION GENERAL FUND

**Works Board Department**

Increase the following:	
001-0011-39999 Local Share Transfer CCMGF	\$ 350,000.00
<i>Total 300 Series:</i>	<u>\$ 350,000.00</u>
<b>TOTAL for the FUND:</b>	<b><u>\$ 350,000.00</u></b>

**Section 2.** That for the expenses of said municipality, the following additional sums of money are hereby appropriated and ordered set apart out of the **Redevelopment General Fund** and for the purposes herein specified, subject to the laws governing the same:

REDEVELOPMENT GENERAL FUND

Increase the following:	
094-0000-39003 Mains Street Professional Services	\$ 293.00
<i>Total 300 Series:</i>	<u>\$ 293.00</u>
<b>TOTAL for the FUND:</b>	<b><u>\$ 293.00</u></b>

**Section 3.** That the Clerk-Treasurer is hereby authorized and instructed to inform the Indiana Department of Local Government Finance of this action and that these moneys be made available for expenditure **subject to an order** of the Commissioner, pursuant to IC 6-1.1-18.

**Section 4.** That in satisfaction and for the purposes of the provisions set out in I.C. 36-5-2-9.6, I.C. 36-5-3-5, I.C. 36-5-4-2, this enactment shall be deemed properly filed and introduced before the Town Council at a regular or special meeting, properly called and convened pursuant to I.C. 5-14-1.5 *et seq.*

Introduced and Filed on the 8<sup>th</sup> Day of June 2020. Consideration on the same day or at same meeting of introduction sustained a vote of 5 in favor and 0 opposed, pursuant to IC 36-5-2-9.8.

DULY ORDAINED AND ADOPTED this 8<sup>th</sup> Day of June\_ 2020, by the Town Council of the Town of Highland, Lake County, Indiana, having been passed by a vote of 5 in favor and 0 opposed.

**TOWN COUNCIL of the TOWN of  
HIGHLAND, INDIANA**

/s/Mark J. Schocke, President (IC 36-5-2-10)

ATTEST:

/s/ Michael W. Griffin, IAMC/MMC/CPFA/CPFIM/CMO  
Clerk-Treasurer (IC 33-42-4-1; IC 36-5-6-5)

**Public Comments on Agenda Items:**

1. Terry Steagall, Highland, Indiana, suggested that the Town Council place clearer instructions to access the Zoom platform on the municipal website. It was noted that there was a link to the Zoom platform.

Mr. Steagall further called to the attention of the Town Council the United Steelworkers of America Website regarding its information supporting "Black Lives Matter."

**Staff Reports:** The following staff reports were received and filed.

• **Building & Inspection Report for May 2020**

Permit Type	Number	Residential	Commercial	Est. Cost	Fees
Commercial Buildings:	0	0	0	\$0.00	\$0.00
Commercial Additions or Remodeling:	4	0	4	\$83,985.00	\$6,011.00
Signs:	0	0	0	\$0.00	\$0.00
Single Family:	0	0	0	\$0.00	\$0.00
Duplex/Condo:	0	0	0	\$0.00	\$0.00
Residential Additions:	1	1	0	\$29,500.00	\$655.50
Residential Remodeling:	73	73	0	\$629,428.00	\$12,989.20
Garages:	0	0	0	\$0.00	\$0.00
Sheds:	6	6	0	\$10,626.00	\$1,117.00
Decks & Porches:	4	4	0	\$9,622.00	\$805.50
Fences:	13	13	0	\$53,493.00	\$1,874.50
Swimming Pools:	5	5	0		\$470.00
DrainTile/ Waterproofing:	5	5	0	\$43,043.00	\$1,050.00
Miscellaneous	6	6	0	\$34,080.00	\$1,068.00
<b>TOTAL:</b>	<b>117</b>	<b>113</b>	<b>4</b>	<b>\$893,777.00</b>	<b>\$26,040.70</b>
<b>Electrical Permits</b>	11	9	2		\$1,311.00
<b>Mechanical Permits</b>	9	7	2		\$998.00
<b>Plumbing Permits</b>	7	6	1		\$829.30
<b>Water Meters</b>	0	0	0		\$0.00

Water Taps	0	0	0		\$0.00
Sewer/Storm Taps	0	0	0		\$0.00
<b>TOTAL Plumbing:</b>	<b>7</b>	<b>6</b>	<b>1</b>		<b>\$829.30</b>

**May Code Enforcement:**

Investigations: 129  
Citations: 008  
Warnings: 129

**May Inspections:**

Building: 27      Electrical: 14      Plumbing: 12      HVAC: 10  
Electrical Exams: 1

• **Fire Department Report for May 2020**

<u>Type of Call</u>	<u>Month</u>	<u>1<sup>st</sup> half of year</u>	
General Alarms	09	43	
Paid Still Alarms	27	105	
Still Alarms	06	25	
<b>Total Alarms:</b>	<b>42</b>	<b>173</b>	<b>Calls YTD: 173 calls</b>

• **Workplace Safety Report for May 2020**

There was one workplace incident to report in May. The following report was filed.

Department	Injuries this Month	Year to Date 2020	Total in 2019	Restricted Days 2020	Lost Workdays This Year (2020)	Restricted Days Last Year (2019)	Lost Workdays Last Year (2019)
Parks	0	1	0	0	0	0	0
Fire	0	0	1	0	0	0	0
Police	0	0	4	0	0	0	0
Street	0	0	1	0	0	0	0
Water & Sewer	1	1	5	31	11	0	0
Maint.	0	0	1	0	0	14	2
Other	0	0	1	0	0	0	0
<b>TOTALS</b>	<b>1</b>	<b>2</b>	<b>13</b>	<b>31</b>	<b>11</b>	<b>14</b>	<b>2</b>

Effective January 1, 2002, OSHA changed the record keeping guidelines. The municipality now counts the number of days lost from the day after the injury until the employee returns to work. Weekend, holidays, vacation days or other days scheduled off are included in the lost days count to a maximum of 180 days.

**Unfinished Business and General Orders:**

- Proposed Ordinance No. 1716:** An Ordinance to Amend The Current Code of Ordinances for The Town of Highland, Creating a New Chapter, 2.01, to be Styled the Non Discrimination Plan of the Town of Highland, All Pursuant To IC 36-1-5 and IC 36-1-27 Et Seq. *(It has become increasingly necessary and desirable to adopt a policy regarding non-discrimination in part to remain eligible for certain federal funding.)*

Councilor Zemen introduced and filed Ordinance No. 1716. There was no further action.

2. **Enactment No. 2020-27:** An Enactment Expressing a Finding and Determination that an Emergency Continues to Exist and Re-Affirming the Town Executive's Proclamation 2020-02 Declaring a Local Disaster Emergency, Granting a Time extension and Conferring Special Authority on the Municipal Executive of the Town of Highland.

Councilor Black introduced and moved the consideration Enactment No. 2020-27 at the same meeting of its introduction. Councilor Zemen seconded. Upon a roll call vote, a unanimous vote being necessary, there were five affirmatives and no negatives. The motion passed. The enactment could be considered at the same meeting of its introduction.

Councilor Black moved the passage and adoption of Enactment No. 2020-27 at the same meeting of its introduction. Councilor Zemen seconded. Upon a roll call vote, a two-thirds vote being necessary, there were five affirmatives and no negatives. The motion passed. The enactment was passed and adopted at the same meeting of its introduction.

**Town of Highland  
Enactment (ordinance)  
Enactment No. 2020-27**

AN ENACTMENT EXPRESSING A FINDING AND DETERMINATION THAT AN EMERGENCY CONTINUES TO EXIST AND RE-AFFIRMING THE TOWN EXECUTIVE'S PROCLAMATION 2020-02 DECLARING A LOCAL DISASTER EMERGENCY, GRANTING A TIME EXTENSION AND CONFERRING SPECIAL AUTHORITY ON THE MUNICIPAL EXECUTIVE OF THE TOWN OF HIGHLAND.

**Whereas,** From time to time circumstances exist such that an exigency occurs that could not reasonably be foreseen and that threatens the public health, welfare, or safety and requires immediate action; and

**Whereas,** The President of the United States and the Governor of the State of Indiana have issued emergency declarations in consequence of the Corona Virus COVID-19 Pandemic;

**Whereas,** It is of vital public interest that continuity of government operations be preserved and supported during the national, state and local responses to the current exigency;

**Whereas,** It is noted that the Town of Highland, through its Town Council President, as the principal executive officer did issue a finding and determination that an emergency exists sufficient to support the declaration of a *Local Disaster Emergency*, Styled as Emergency Proclamation No. 2020-02, all pursuant to IC 10-14-3-29;

**Whereas,** It is further noted that the Town of Highland, through its Town Council, as the governing body did concur in those a findings and determinations and pursuant to 10-14-3-29, did extend the seven days duration for the proclamation three additional seven day periods, bringing the period of the Town Executive's authority under the proclamation to expire on April 16, 2020;

**Whereas,** It is still further noted that the Town of Highland, through its Town Council, as the governing body did again concur in those a findings and determinations and pursuant to 10-14-3-29, did extend the seven days duration for the proclamation six additional seven day periods, bringing the period of the Town Executive's authority under the proclamation to expire on May 24, 2020;

**Whereas,** In order to allow the lawful alacrity of response and action by the public resources of the Town of Highland, the Town Council President, as municipal executive, should be expressly granted such authority to act for the town, in the interest of administrative efficiency and where the public good requires it, the Highland Town Council desires to authorize and extend further certain emergency powers consistent with IC 10-14-3-29;

**Now Therefore be it hereby Enacted** by the Town Council of the Town of Highland, Lake County, Indiana as follows:

**Section 1.** That the Town Council does now hereby affirm and make the following findings and determinations:

(A) That the Town Council President, pursuant to IC 10-14-3-29, did issue a proclamation stating, that there now exists a local disaster emergency in the Town of Highland, Lake County, Indiana, to be continued

for a period not to exceed seven (7) days from the date of its entry, except by the consent of the Town Council as the governing body of the Town of Highland;

(B) That the Town Council did pass Enactment No. 2020-20 granting its consent and approval to extend the period of the proclaimed emergency for three (3) additional seven-day periods, conferring fully twenty-eight days for the period of emergency authority, which will expire on April 16, 2020 unless the Town Council elects to act;

(C) That the Town Council did elect to act and did pass Enactment No. 2020-21 granting its consent and approval to extend the period of the proclaimed emergency for seven (7) additional seven-day periods, conferring fully forty-nine days for the period of emergency authority, which expired on May 24, 2020; unless the Town Council elects to act;

(D) That subject to law, the Town Council now desires that the period of the emergency authority granted by Executive Proclamation No. 2020-02, affirmed and extended by Enactments No. 2020-20 and 2020-21, should be still further extended;

**Section 2.** That, this enactment serves as approval of the governing body in that it grants the Town Council President authority to act during the local exigency for five (5) additional periods of authority, extending the period by thirty-five (35) days *retroactively from May 24, which shall end on July 5*, after which, such authority will require action by the Town Council as the legislative body of the municipality;

**Section 3.** That the effect of this enactment is affirm and to confer such powers that are granted a municipal executive under IC 36-4 et seq and IC 36-5 et sequitur, except the authority to dismiss or demote a public officer acting as a department head, and the procedure affecting the adoption of ordinances or resolutions of the municipality;

**Section 4.** That the tolling for the extension of authority under this enactment shall begin upon the expiration of the existing authority, upon the passage and adoption of the enactment;

**Section 5.** That the Clerk-Treasurer shall inform the Town Council as to the duration of approved authority remaining as conferred by this enactment.

Introduced and Filed on the 8<sup>th</sup> Day of June 2020. Consideration on the same day or at same meeting of introduction sustained a vote of 5 in favor and 0 opposed, pursuant to IC 36-5-2-9.8.

**DULY ORDAINED AND ADOPTED** this 8<sup>th</sup> Day of June 2020, by the Town Council of the Town of Highland, Lake County, Indiana, having been passed by a vote of 5 in favor and 0 opposed.

**TOWN COUNCIL of the TOWN of  
HIGHLAND, INDIANA**

/s/ Mark J. Schocke, President (IC 36-5-2-10)

**ATTEST:**

/s/Michael W. Griffin, IAMC/MMC/CPFA/CPFIM/CMO  
Clerk-Treasurer (IC 33-42-4-1; IC 36-5-6-5)

**EXHIBIT: EXECUTIVE PROCLAMATION**

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THE TOWN of HIGHLAND  
PROCLAMATION of the MUNICIPAL EXECUTIVE NO. 2020-02

FINDING AND DETERMINATION AN EMERGENCY EXISTS AND DECLARING  
A LOCAL DISASTER EMERGENCY

Whereas, From time to time circumstances exist such that an exigency occurs that could not reasonably be foreseen and that threatens the public health, welfare, or safety and requires immediate action; and

Whereas, The President of the United States and the Governor of the State of Indiana have issued emergency declarations in consequence of the Corona Virus COVID-19 Pandemic;

Whereas, The Town of Highland, through its Town Council President, as the principal executive officer now desires to issue a finding and determination that an emergency exists sufficient to support the declaration of a *Local Disaster Emergency*, all pursuant to IC 10-14-3-29;

Now Therefore be it hereby Proclaimed and declared by the Town Council President of the Town of Highland, Lake County, Indiana as follows:

Section 1. That pursuant to IC 10-14-3-29, there now exists a local disaster emergency in the Town of Highland, Lake County, Indiana, to be continued for a period not to exceed seven (7) days from the date of its entry, except by the consent of the Town Council as the governing body of the Town of Highland;

Section 2. That this declaration shall be given prompt and general publicity and shall be filed promptly in the office of the Clerk-Treasurer of the Town of Highland;

Section 3. That the effect of this declaration of a local disaster emergency is to: (1) activate the response and recovery aspects of all applicable local or inter-jurisdictional disaster emergency plans; and (2) authorize the furnishing of aid and assistance under the plans;

Section 4. That the public health, welfare, or safety is in immediate danger such that requires the expenditure of money in the Municipal Cumulative Capital Development Fund, provided such expenditure shall be for purposes to protect the public health, welfare, or safety in this emergency situation that demands immediate action, all pursuant to Section 3.45.140 (B)(1) of the Municipal Code and IC 36-9-15.5-8(c).

BE IT SO PROCLAIMED, DECLARED and ORDERED pursuant to and under the authority of Highland Municipal Code Section 3.45.140 (B)(1) and IC 10-14-3-29. Entered this 10th day of March 2020 by the Town Council President of the Town of Highland, Lake County, Indiana. Filed with the Clerk-Treasurer on 16<sup>th</sup> day of March 2020 at 6:30 o'clock a.m. 6 p.m.

TOWN of HIGHLAND, INDIANA  
By its Town Council President



Attest:   
Michael W. Griffin, Clerk-Treasurer (IC 33-42-4-1; IC 36-5-6-5)

- 3. Resolution No. 2020-23:** A Resolution Authorizing Temporary Interfund Loan or Transfer Pursuant to IC 36-1-8-4 of the Indiana Code and Section 3.20.040 of the Highland Municipal Code for the Corporation Bond and Interest Fund, the Sanitary District Bond and Interest Fund, and the Redevelopment District Bond and Interest fund.

Councilor Zemen moved the passage and adoption of Resolution No. 2020-23. Councilor Sheeman seconded. Upon a roll call vote, there were five affirmatives and no negatives. The motion passed. The resolution was passed and adopted.

TOWN OF HIGHLAND  
RESOLUTION NO. 2020-23

A RESOLUTION AUTHORIZING TEMPORARY INTERFUND LOAN or TRANSFER PURSUANT to IC 36-1-8-4 OF THE INDIANA CODE AND SECTION 3.20.040 OF THE HIGHLAND MUNICIPAL CODE FOR THE CORPORATION BOND AND INTEREST FUND, THE SANITARY DISTRICT BOND AND INTEREST FUND, AND THE REDEVELOPMENT DISTRICT BOND AND INTEREST FUND.

Whereas, The Clerk-Treasurer has advised the Town Council that cash balances in the **Corporation Bond and Interest Fund, Sanitary District Bond & Interest Fund, and the Redevelopment District Bond &**

**Interest Fund** are not sufficient to meet its regular expenses prior to the receipt of the semi-annual distribution of ad-valorem revenues so it has become necessary to temporarily borrow money to enhance the fund; and,

**Whereas**, The Clerk-Treasurer has further advised that there is sufficient money on deposit to the credit of the **Corporation General Fund** and the **Economic Development Local Income Tax Fund** that can be temporarily transferred,

**Now, Therefore Be it Resolved** by the Town Council of the Town of Highland, Lake County, Indiana as follows:

**Section 1.** That the amount of \$207,482.00 be borrowed for the **Sanitary District Bond and Interest Exempt Fund** with the amount of \$207,482.00 to be loaned by the **Economic Development Local Income Tax Fund**;

**Section 2.** That said loan in the amount \$207,482.00 be repaid to the **Economic Development Local Income Tax Fund** of the Town of Highland upon receipt of sufficient tax or other monies in the **Fund** with such loan to be repaid no later than December 31, 2020, subject to IC 36-1-8-4(b).

**Section 3.** That the amount of \$723,412.00 be borrowed for the **Corporation Bond & Interest Fund** with the amount of \$723,412.00 to be loaned by the **Corporation General Fund**;

**Section 4.** That said loan in the amount of \$723,412.00 be repaid to the **Corporation General Fund** of the Town of Highland upon receipt of sufficient tax or other monies in the **Corporation Bond & Interest Fund** with such loan to be repaid no later than December 31, 2020, subject to IC 36-1-8-4(b).

**Section 5.** That the amount of \$36,457.00 be borrowed for the **Redevelopment Bond & Interest Fund** with the amount of \$36,457.00 to be loaned by the **Economic Development Local Income Tax Fund**;

**Section 6.** That said loan in the amount of \$36,457.00 be repaid to the **Economic Development Local Income Tax Fund** of the Town of Highland upon receipt of sufficient tax or other monies in the **Redevelopment District Bond & Interest Fund** with such loan to be repaid no later than December 31, 2020, subject to IC 36-1-8-4(b).

**Duly Adopted** by the Town Council of the Town of Highland, Lake County, Indiana, this 8<sup>th</sup> day of June 2020. Having been passed by a vote of 5 in favor and 0 opposed.

TOWN COUNCIL of the TOWN of  
HIGHLAND, INDIANA

/s/Mark J. Schocke, President (IC 36-5-2-10)

Attest:

/s/Michael W. Griffin, IAMC/MMC/CPFA/CPFIM/CMO  
Clerk-Treasurer (IC 33-42-4-1;IC 36-5-6-5)

**4. Resolution No. 2020-24: A Resolution Regarding the Disposition of Appropriated Resources in Several Funds of the Municipality, Authorizing Their transfer to the Community Crossings Grant Capital Fund.**

Councilor Zemen moved the passage and adoption of Resolution No. 2020-24. Councilor Black seconded. Upon a roll call vote, there were five affirmatives and no negatives. The motion passed. The resolution was passed and adopted.

TOWN COUNCIL of the TOWN of HIGHLAND  
RESOLUTION NO. 2020-24

**A Resolution Regarding the Disposition of Appropriated Resources in Several Funds of the Municipality, Authorizing Their transfer to the Community Crossings Grant Capital Fund.**

**WHEREAS**, The Town of Highland by proper legislative action has established a **Community Crossings Grant Capital Fund**, pursuant to IC 36-1-3, codified as Article III of Section § 3.45 of the Highland Municipal Code;

**WHEREAS**, HMC Section 3.45.180 (A)(7) provides that resources from this fund may be used: *"to pay expenses related to the acquisition of real property and improvements by the municipality not already provided for in other funds of the municipality;"*

**WHEREAS**, HMC Section 3.45.129 (A)(3)(a) provides that sources for the Community Crossing Grant Fund may include: *"Money transferred into and deposited into the fund created by this section, from ..... such other local matching resources lawful for application to a particular project;"*

**WHEREAS**, IC 8-23-30-3 provides that sources for the *Community Crossing Grant Fund* that are used to serve as a local match for an eligible project funded from the State's **Local Road and Bridge Matching Grant Fund**, includes (1) **any money** the local unit is authorized to use **for a local road or bridge project**, (2) money received by the local unit

as a special distribution of local income taxes under IC 6-3.6-9-17, or money from the local unit's rainy day fund;

**WHEREAS,** The Public Works Director has requested and recommended the identified amount on deposit to and appropriated in the *Local Road and Street Fund*, the *Economic Development Local Income Tax (LIT) Fund*, the *Cumulative Capital Improvement Fund*, and the *Works Board Department of the Corporation General Fund*, be transferred to the Community Crossings Grant Capital Fund to support Highland's local road and street projects approved in the grant application; and,

**WHEREAS,** The Town Council now desires to favor the request and recommendation of the Public Works Director and the Clerk-Treasurer, in support of the projects that will be undertaken from the Community Crossings Grant Capital Fund,

**NOW, THEREFORE BE IT RESOLVED** by the Town Council of the Town of Highland, Lake County, Indiana as follows:

**Section 1.** That for the expenses of said municipality, the following appropriations are hereby transferred and set apart out of the funds hereinafter named for the purposes herein specified, subject to the laws governing the same, such sums herein transferred unless otherwise stipulated by law;

**Section 2.** That it has been shown that certain existing appropriations of the **Economic Development Local Income Tax Fund** have unobligated balances which will not be needed at this time for any expenses that would arise from this fund, **but are needed for the purposes for which they** were appropriated -- but in order to employ them as a match for a road resurfacing program, must be transferred into a identified separate fund, pursuant to IC 36-1-8-12, and therefore are available for a transfer to the *Community Crossings Grant Capital Fund* so as follows:

(A) That it will not be necessary to increase the 2020 budget, and

(B) That the identified amount may be transferred to a category of appropriation not heretofore present in this fund, but now hereby authorized and established, pursuant to IC 6-1.1-18-6, as follows:

**ECONOMIC DEVELOPMENT LOCAL INCOME TAX (LIT) FUND**

Reduce Account:		
Acct. No. 250-0000-47118 RESURFACING of LOCAL ROADS:		\$ 250,000.00
	<i>Total Series:</i>	\$ 250,000.00
<b>Total of All Series Reductions:</b>		<b>\$ 250,000.00</b>

Increase Account:		
Acct. 250-0000-39999 Local Share Transfer CCMGF:		\$ 250,000.00
<b>Total of All Series Increases:</b>		<b>\$ 250,000.00</b>

**Section 3.** That it is now hereby authorized and instructed that the amount of two hundred fifty thousand, dollars (\$250,000) be now transferred from the proper appropriation of the **Economic Development Local Income Tax (LIT) Fund** and deposited to the credit of the *Community Crossings Grant Capital Fund* and shown below:

Acct. 250-0000-39999 Local Share Transfer CCMGF:		\$ 250,000.00
	<i>Total Series:</i>	\$ 250,000.00

**Section 4.** That it has been further shown that certain existing appropriations of the **Local Road and Streets Fund** have unobligated balances which will not be needed at this time for any expenses that would arise from this fund, **but are needed for the purposes for which they** were appropriated -- but in order to employ them as a match for a road resurfacing program, must be transferred into a identified separate fund, pursuant to IC 36-1-8-12, and therefore are available for a transfer to the *Community Crossings Grant Capital Fund* so as follows:

(A) That it will not be necessary to increase the 2020 budget, and

(B) That the identified amount may be transferred to a category of appropriation not heretofore present in this fund, but now hereby authorized and established, pursuant to IC 6-1.1-18-6, as follows:

**LOCAL ROAD AND STREETS (LR&S) FUND**

Reduce Account:		
Acct. No. 004-0000-39009 RESURFACING of LOCAL ROADS:		\$ 239,000.00
	<i>Total Series:</i>	\$ 239,000.00
<b>Total of All Series Reductions:</b>		<b>\$ 239,000.00</b>

Increase Account:		
Acct. 004-0000-39999 Local Share Transfer CCMGF:		\$ 239,000.00
<b>Total of All Series Increases:</b>		<b>\$ 239,000.00</b>

**Section 5.** That it is now hereby authorized and instructed that the amount of one hundred thirty-nine thousand, dollars (\$239,000) be now transferred from the proper appropriation of the **Local Road and Streets Fund** and deposited to the credit of the cash balance in the *Community Crossings Grant Capital Fund* and shown below:

Acct. 004-0000-39999 Local Share Transfer CCMGF:	<u>\$ 239,000.00</u>
<i>Total Series:</i>	<u>\$ 239,000.00</u>

**Section 6.** That it has been further shown that certain existing appropriations of the **Cumulative Capital Improvement Fund** have unobligated balances which will not be needed at this time for any expenses that would arise from this fund, **but are needed for the purposes for which they** were appropriated -- but in order to employ them as a match for a road resurfacing program, must be transferred into a identified separate fund, pursuant to IC 36-1-8-12, and therefore are available for a transfer to the *Community Crossings Grant Capital Fund* so as follows:

(A) That it will not be necessary to increase the 2020 budget, and

(B) That the identified amount may be transferred to a category of appropriation not heretofore present in this fund, but now hereby authorized and established, pursuant to IC 6-1.1-18-6, as follows:

CUMULATIVE CAPITAL IMPROVEMENT FUND

Reduce Account:	
Acct. No. 054-0000-39009 RESURFACING of LOCAL ROADS:	<u>\$ 91,000.00</u>
<i>Total Series:</i>	<u>\$ 91,000.00</u>

<b>Total of All Series Reductions:</b>	<b>\$ 91,000.00</b>
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Increase Account:	
Acct. 054-0000-39999 Local Share Transfer CCMGF:	\$ 91,000.00

<b>Total of All Series Increases:</b>	<b>\$ 91,000.00</b>
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**Section 7.** That it is now hereby authorized and instructed that the amount of ninety-one thousand, dollars (\$91,000) be now transferred from the proper appropriation of the **Capital Cumulative Improvement Fund** and deposited to the credit of the cash balance in the *Community Crossings Grant Capital Fund* and shown below:

Acct. 054-0000-39999 Local Share Transfer CCMGF:	<u>\$ 91,000.00</u>
<i>Total Series:</i>	<u>\$ 91,000.00</u>

**Section 8.** That it is now hereby authorized and instructed that the amount of three hundred fifty thousand, dollars (\$350,000) be now transferred from the proper appropriation of the **Works Board Department in the Corporation General Fund, subject to the approval of the appropriation by the Department of Local Government Finance,** and deposited to the credit of the cash balance in the *Community Crossings Grant Capital Fund* and shown below:

CORPORATION GENERAL FUND

**Works Board Department**

Acct. 001-0011-39999 Local Share Transfer CCMGF:	<u>\$ 350,000.00</u>
<i>Total Series:</i>	<u>\$ 350,000.00</u>

**Section 9.** That, pursuant to the foregoing, the Clerk-Treasurer be authorized and is hereby requested to transfer the amount identified herein;

**Section 10.** That the Clerk-Treasurer as the disbursing and fiscal officer of the Municipality, is hereby instructed, authorized and directed to take such steps as necessary to carry out the purposes of this resolution.

**Section 11.** That the money transferred may be expended from the Community Crossings Grant Capital Fund, for purposes permitted by law, and after its appropriation in the manner set forth in IC 6-1.1-18.

**DULY RESOLVED and ADOPTED** this 8<sup>th</sup> Day of June 2020 by the Town Council of the Town of Highland, Lake County, Indiana, having been passed by a vote of 5 in favor and 0 opposed.

**TOWN COUNCIL of the TOWN of  
 HIGHLAND, INDIANA**

/s/Mark J. Schocke, President (IC 36-5-2-10)

Attest:

/s/Michael W. Griffin, IAMC/MMC/CPFA/CPFIM/CMO  
 Clerk-Treasurer (IC 33-42-4-1; IC 36-5-6-5)

**5. Resolution No. 2020-28** A Resolution Authorizing And Establishing A Reopening Policy Pursuant To Indiana Governor Executive Order 2020-26.

Councilor Black moved the passage and adoption of Resolution No. 2020-28. Councilor Sheeman seconded. Upon a roll call vote, there were five affirmatives and no negatives. The motion passed. The resolution was passed and adopted.

**TOWN OF HIGHLAND, INDIANA  
RESOLUTION NO. 2020-28**

**A RESOLUTION AUTHORIZING and ESTABLISHING a REOPENING POLICY PURSUANT TO INDIANA GOVERNOR EXECUTIVE ORDER 2020-26.**

**Whereas**, On January 30, 2020 the World Health Organization (WHO) declared a global health emergency regarding the emerging public health issue related to the corona virus;

**Whereas**, On February 29, 2020 the City of Seattle, Washington reported a death attributable to the Corona virus COVID 19, and first the State of Indiana by execution of Executive Order 2020-02 on March 6, 2020 and then on March 13, 2020 the United States of America and the State of Indiana formally acknowledged the profound public health emergency in consequence of a great world-wide corona virus pandemic, specifically with the COVID -19 virus;

**Whereas**, In continuing consequence of the public health epidemic, certain plans to assuage the related economic effects from the health emergency were announced in Indiana Executive Order No. 2020-26, which set forth a systematic plan for re-opening business and governmental activities of the State of Indiana;

**Whereas**, IC 36-1-4-2, authorizes a unit to establish and operate a government;

**Whereas**, IC 36-5-2-9(1), in setting forth the powers of a town legislative body, provides that the legislative body may adopt ordinances and resolutions for the performance of the functions of the town;

**Whereas**, IC 36-5-2-10(a), further provides that an ordinance, order or resolution passed by the legislative body is considered adopted, when it is signed by the executive; and,

**Whereas**, The Town Council desires to approve a re-opening policy as an interim measure, and comply with the directives set forth in Executive Order No. 20-26,

**NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF HIGHLAND, LAKE COUNTY, INDIANA:**

**Section 1.** That the Town Council by the passage and adoption of this resolution formally finds and determines that Section 4(a) of Executive Order 20-26 requires *the following*:

- (a) A written plan describing measures and safeguards to ensure a safe environment for the employees, customers, clients and members. The plan shall be provided to each employee or staff and posted publicly.
- (b) It further expressly requires the following four elements be included:
  - i) Instituting an employee health screening process;
  - ii) Employing enhanced cleaning and disinfecting protocols for the workplace, including regularly cleaning high-touch surfaces;
  - iii) Enhancing the ability of employees, customers and clients to wash hands or take other personal hygiene measures such as use of hand sanitizer;
  - iv) Complying with social distancing requirements established by the CDC, including maintaining six-foot social distancing for both employees and members of the general public when possible and/ or employing other separation measures such as wearing face coverings or using barriers

**Section 2.** That in order to comply with the foregoing provisions, the Town Council hereby approves and adopts a plan for workplace and public safety to be observed as the Town of Highland and the State of Indiana emerge from the sheltering in place provisions issued in consequence of the COVID 19 public health emergency, a copy of which is attached and incorporated herein, in order to evidence its approval;

**Section 3.** The associated plans that are department specific are hereby authorized and approved, provided they be made public and copies are given to each employee of the relevant department;

**Section 4.** That this plan shall be of no further force and effect after December 31, 2020 or upon subsequent action by the legislative body, whichever comes first.

**DULY PASSED AND ADOPTED** by the Town Council of the Town of Highland, Lake County, Indiana, this 8<sup>th</sup> Day of June 2020. Having passed by a vote of 5 in favor and 0 opposed.

**TOWN COUNCIL of the TOWN of  
HIGHLAND, INDIANA**

/s/ Mark J. Schocke, President (IC 36-5-2-10)

Attest:

/s/ Michael W. Griffin, IAMC/MMC/CPFA/CPFIM/CMO  
Clerk-Treasurer (IC 33-42-4-1; IC 36-5-6-5)

**Exhibit:**

**TOWN of HIGHLAND WORKPLACE SAFETY MEASURES**

A workplace plan that is in force when a national, state or regional public emergency is in effect involving a public health contagion. *(A plan to safely transition from closed campus and physical plant to incrementally opened.)*

This plan is constructed to at once preserves a safe work environment, foster and protect continuity of government, protect critical functions and optimize in the context of these objectives, quality service to residents of the Town. The Corona Virus COVID 19 is highly contagious and has particularly adverse impacts on human beings.

While gradually relaxing the municipal building closure, the following steps will be taken to ensure the plan and extend and continue services. The following is policy for workers in all municipal facilities of the Town of Highland, performing administrative, clerical and support services. Except for those departments with discretely described additional requirements, these practices shall be observed by all employees:

**1. Employee screening process**

- (a) All employees are required to monitor their own health conditions. It is mandatory that employees perform a self-check of any symptoms of illness. This includes but is not limited to symptoms of fever, shortness of breath, sore throat, body aches, loss of smell to list a few. (If you experience any signs of illness, stay home and contact your Supervisor or their designee). A checklist will be provided to assist with the monitoring.
- (b) All employees will be required to perform daily body temperature checks before coming to work. Employees are *expected* to take their temperature and ensure they are within normal range. Once employees arrive at work, you will be required to acknowledge you took your temperature and it was less than 100 degrees Fahrenheit. Employees will sign off on a brief survey of condition as part of screening.
- (c) A daily log will be maintained by each department that lists the employee by name, the employee's temperature before coming to work and the time of taking the temperature. The employee will sign the log.

**2. Enhanced cleaning and protective practices**

- (a) At the end of each work-day, all surfaces will be wiped down with appropriate cleaning anti-viral wipes. Doorknobs, telephones, computer keypads, copiers and light switches too will be cleaned. *A Checklist will be provided to verify the tasks are completed.*
- (b) A record or log of cleaning will be maintained by department or office.
- (c) After every customer interaction, surface where customer was served shall be wiped down.
- (d) If an employee has a temperature more than 100 degrees Fahrenheit, the employee shall remain stay at home and contact your Supervisor or designee. Your Doctor or Health Care Provider should also be contacted for further direction.
- (e) High Risk employees will be encouraged to remain at home and work remotely, if possible. *(High Risk employees are employees 65 years of age or older and those with pre-existing conditions, such as COPD, asthma or any condition that affects immune response.)*
- (f) If an employee has been in close contact with others while off from work (at home or in the Community) and they have symptoms of COVID - 19, contact your Supervisor or their designee prior to returning to work, as you may be subject to self-quarantine. If there has been contact, worker may be asked to monitor for up to seven days, with the final three days being symptom free including no fever without using any anti-fever medication.
- (g) If a worker has symptoms of COVID – 19 , the worker will be required to self-quarantine for a least (14) days and the last (3) days with zero symptoms, unless you have a negative test result, then you might return after (7) days, with the final three days with days with zero symptoms and or in accordance with CDC guidelines.
- (h) *Wipe and wash always.* Hand sanitizers dispensers shall be at the primary entrances and near the access points for major offices at conference room (upper chamber).
  - (i) For Town Hall: Hand sanitizers at entrance to redevelopment, entrance to building and inspection and inspectors rooms, and for Office of Clerk-Treasurer.
  - (ii) For Police Station: To be supplied.
  - (iii) For Central Fire Station: To be supplied.
  - (iv) For Public Works Facility: To be supplied.
  - (v) For Lincoln Community Center: To be supplied.
  - (vi) For Fire Station 2: None
  - (vii)For Meadows Park Office: To be supplied.

- (viii) All workers are highly encouraged to wash hands with soap and water for at least 20 seconds at each break and as frequently as possible.
- (ix) If soap and water are not available, use hand sanitizer that contains at least 60% alcohol, as provided by the workplace.
- (x) Other important workplace practices that employees are highly encouraged to observe include: • Avoid touching your face (Eyes, nose, mouth, etc.) with unwashed hands • Cover your mouth and nose with a cloth face cover (mask) while around others • Employees shall not congregate around another's work area and to continue to observe social distancing of at least 6 feet of distance.
- (i) Workers who count or receive cash or checks shall use appropriate latex, or high-tactile surgical gloves.
- (j) If a client or meeting is necessary, all will be convened in a large room as identified below, always, observing the social distancing guidelines, including maintaining six feet or more distance.
  - (i) For Town Hall: Plenary meeting room.
  - (ii) For Police Station:
  - (iii) For Central Fire Station:
  - (iv) For Public Works Facility:
  - (v) For Lincoln Community Center:
  - (vi) For Fire Station 2: No meetings to be convened
  - (vii) For Meadows Park Office: no meetings to be convened
- (k) Employer has installed "sneeze guards" and pedestrian routing measures from the front door to the referenced greeting counter.
- (l) For all bathrooms, appropriate touchless soap dispensers shall be installed that can be regularly refilled; Appropriate touchless towel dispensers will be installed as well. These will be permanent.

### **3. Visitor and guest management and safety**

- (a) All departments should have conspicuously identified pedestrian routing that designates increments of six feet for social distancing paths for residents and guests to observe as they move through a facility.
- (b) As much as is possible, should public access be restored for administrative meetings or customer transactions, as much as possible try to have meetings by appointment.
- (c) Where meetings by appointment are not practicable, and in all other cases, all public buildings must have a designated staging area, for no more persons than three (3) or less always segregated by six feet social distance guidelines.
- (d) In all cases whether by appointment or not, the parking lots shall serve as a waiting room. Visitors and guests will be instructed to call when they have arrived providing a contact number for the employee to call back. As a service queue becomes available, the resident, guest or visitor will be called to come in greeted by a specified worker.
- (e) When dealing with guests, residents, and visitors, employees shall be provided appropriate face mask to wear for the extent of the visit. Employees are required to wear facial masks while serving customers, and while moving in office. While at desk, masks may be removed. Facial masks if possible, should be disposable and discarded in a special canister or collection bin. Facial masks that are made of cloth must be appropriately laundered frequently.
- (f) Guests, residents, and visitors will be highly encouraged to wear a mask when interacting in any public building.
- (g) Signage shall be conspicuously displayed reminding all to practice social distancing of 6 feet or more, and wear masks, avoid touching face, and frequent hand-washing (as directed by CDC guidance and OSHA.)
- (h) Any part of this policy that is in conflict with CDC guidelines or OSHA requirements is void.

In addition to the foregoing, the following discrete department or functional practices are made policy:

- Public works Street / water / sanitation (on file with the department)
- Fire Fighters (on file with the department)
- Police (on file with the department)
- Parks and Recreation (on file with the department)
- Code Enforcement and Inspections (on file with the department)
- Redevelopment Department (on file with the department)

*Pursuant to the Indiana Governor's Order No. 20-26, Section 4 through Section 5, this plan is developed to be posted and issued to all workers of the Town of Highland.*

- 6. Works Board Order No. 2020-30:** An Order Authorizing and Approving the First Change Order to the Construction Contract with Walsh & Kelly, Incorporated related to the 2019 CCMG Street Improvement Project, DES #1901003, all Pursuant to I.C. 36-1-12-18 and Accepting the Recommendation of NIES Engineering, Incorporated to Release Retainage in the amount of Thirty Thousand Dollars and no Cents (\$30,000.00) to Walsh & Kelly, Incorporated.

Councilor Herak moved the passage and adoption of Works Board Order No. 2020-30. Councilor Zemen seconded. Upon a roll call vote, there were five affirmatives and no negatives. The motion passed. The order was passed and adopted.

**The Town of Highland  
Order of the Works Board No. 2020-30**

**An Order Authorizing and Approving the First Change Order to the Construction Contract with Walsh & Kelly, Incorporated related to the 2019 CCMG Street Improvement Project, DES #1901003, all Pursuant to I.C. 36-1-12-18 and Accepting the Recommendation of NIES Engineering, Incorporated to Release Retainage in the amount of Thirty Thousand Dollars and no Cents (\$30,000.00) to Walsh & Kelly, Incorporated**

**Whereas**, the Town of Highland, through its Town Council, which is the Works Board of the Municipality pursuant to I.C. 36-1-2-24(3), has heretofore authorized and approved a public works project for certain street resurfacing and other improvements in the public right-of-way to be funded, in part, by the State of Indiana and the Community Crossings Matching Grant program, with the project commonly known as the 2019 CCMG Street Improvement Project;

**Whereas**, The Town Council has heretofore awarded a contract to Walsh & Kelly, Incorporated for the Project on June 3, 2019 in the amount of One Million Seven Hundred Eighty-eight Thousand One Hundred Seventy-six Dollars and 50/100 Cents (\$1,788,176.50);

**Whereas**, during the course of construction of the Project, it has become necessary to adjust the original estimated quantities of materials to actual quantities used on the project;

**Whereas**, NIES Engineering, Incorporated, a licensed engineer performing construction engineering services on this project has specifically identified and presented a description of such changes as one (1) proposed first addendum to the original construction contract with Walsh & Kelly, Incorporated, particularly in support of costs associated with several bid items, which has a net effect of decreasing the contract cost by the amount of Twenty-seven Thousand Eight Hundred Twenty-five Dollars and 50/100 Cents (\$27,825.50);

**Whereas**, The Town of Highland, through its Town Council which is also the Board of Works, now desires to accept and issue the order for change as described;

**Whereas**, NIES has heretofore determined that the Project is complete pursuant to the terms of contract specifications and has recommended the release of retainage held in the amount of Thirty Thousand Dollars and no Cents (\$30,000.00); and

**Whereas**, The Town Council now desires accept the recommendation of NIES and authorize and approve the release of retainage held in the amount of the Thirty Thousand Dollars and no Cents (\$30,000.00),

**Now Therefore Be it hereby Ordered** by the Town Council acting as the works board of the Town of Highland, Lake County, Indiana;

**Section 1.** That Change Order No. 1 for the 2019 CCMG Street Improvement Project, as prepared by NIES Engineering, Incorporated, a licensed professional engineer performing construction engineering services on the Project, is hereby approved and authorized in each and every respect;

**Section 2.** That this **first addendum** is hereby ordered to be known as **Change Order No. 1**, issued to *decrease the net cost* to the original agreement between the Town of Highland and Walsh & Kelly, Incorporated, in the amount of Twenty-seven Thousand Eight Hundred Twenty-five Dollars and 50/100 Cents (\$27,825.50), bringing the total value of the entire agreement with any and all change orders approved to date to One Million Seven Hundred Sixty Thousand Three Hundred Fifty-one Dollars and 00/100 Cents (\$1,760,351.00);

**Section 3.** That as any additional units of materials included in the original contract become needed, the costs of these units in this change order be the same as those shown in the original contract, all pursuant to IC 36-1-12-18(f);

**Section 4.** That the total of all change orders issued that increase the scope of this project may not exceed twenty percent (20%) of the amount of the original contract, that original contract of One Million Seven Hundred Eighty-eight Thousand One Hundred Seventy-six Dollars and 50/100 Cents (\$1,788,176.50); which may not exceed Two Million One Hundred Forty-five Thousand Eight Hundred Eleven Dollars and 80/100 Cents (\$2,145,811.50), all pursuant to IC 36-1-12-18(d);

**Section 5.** That the proper officers hereby be and are authorized to execute the necessary documents with their signatures;

**Section 6.** That construction work performed by Walsh & Kelly, Incorporated for the 2019 CCMG Street Improvement Project is hereby accepted and approved in each and every respect; and

**Section 7.** That the recommendation from NIES Engineering, Inc. to release retainage held in the amount Thirty Thousand Dollars and no Cents (\$30,000.00) is hereby accepted.

**Be it So Ordered**

**Duly Passed and Ordered** by the Town Council of the Town of Highland, Lake County, Indiana, acting as the Works Board, this 8<sup>th</sup> day of June 2020 having passed by a vote of 5 in favor and 0 opposed.

**TOWN COUNCIL of the TOWN of  
HIGHLAND, INDIANA**

/s/Mark J. Schocke, President (IC 36-5-2-10)

**Attest:**

/s/Michael W. Griffin, IAMC/MMC/CPFA/CPFIM/CMO  
Clerk-Treasurer (IC 33-42-4-1;IC 36-5-6-5)

**7. Works Board Order No. 2020-32:** An Order of the Works Board Approving Authorizing and Approving an Agreement between London Witte Group, LLP and the Town of Highland Office of Town Council and the Sanitary District to Perform Professional Financial Advisory and Bond Sale Support Services Regarding the Refunding of Certain Outstanding Bonds of the Sanitary District.

Councilor Zemen moved the passage and adoption of Works Board Order No. 2020-32. Councilor Sheeman seconded. Upon a roll call vote, there were five affirmatives and no negatives. The motion passed. The order was passed and adopted.

**TOWN OF HIGHLAND  
BOARD OF WORKS  
ORDER OF THE WORKS BOARD NO. 2020-32**

**AN ORDER OF THE WORKS BOARD APPROVING AUTHORIZING AND APPROVING AN AGREEMENT BETWEEN LONDON WITTE GROUP, LLP AND THE TOWN OF HIGHLAND OFFICE OF TOWN COUNCIL AND THE SANITARY DISTRICT TO PERFORM PROFESSIONAL FINANCIAL ADVISORY AND BOND SALE SUPPORT SERVICES REGARDING THE REFUNDING OF CERTAIN OUTSTANDING BONDS OF THE SANITARY DISTRICT.**

**Whereas,** The Town of Highland, through its Town Council, which is the Works Board and fiscal body of the Municipality has determined that a need exists to refund certain bonds of the special taxing district of the Highland Department of Public Sanitation and Sanitary District to render savings on costs of the debt and to lower the existing debt service levy requirements;

**Whereas,** The Town of Highland Office of Town Council and the Town of Highland Department of Public Sanitation and its Sanitary District have been reliably advised by the Clerk-Treasurer that a need exists to engage professional financial advisory services to assist with the sale of certain bonds and related financing analysis related to the financing of the refunding bonds and related expenses associated with such a financing;

**Whereas,** London Witte Group, LLP, has offered and presented an letter proposal to provide and furnish professional support and bond sale and financial advisory services in consideration for fees to be charged and billed periodically based upon a lump sum of the value of the services completed, excluding expenses, in a not-to-exceed amount of Twenty-seven-thousand, dollars (\$27,000);

**Whereas,** IC 5-1-5 et seq., and IC 5-1-9 provide generally for the authority to issue refunding bonds to capture relevant savings;

**Whereas,** There are anticipated to be sufficient and available appropriations balances on hand to support the payments under the agreement, pursuant to IC 5-22-17-3(e) and IC 36-1-12-3.5, provided four of five councilors concur;

**Whereas**, The Clerk-Treasurer, as purchasing agent in the associated matter, is prohibited from entering into a service agreement that exceeds \$15,000 without the express approval of the purchasing agency, which in this case, is the Works Board acting concurrently for the Board of Sanitary Commissioners, all pursuant to Section 3.05.030 (B) and Section 3.05.030 (E) of the Highland Municipal Code; and,

**Whereas**, The Town of Highland, through its Town Council acting as the works board, now desires to accept and approve the agreement for services as herein described,

**Now, Therefore Be it Resolved** by the Town Council acting as the works board for the Town of Highland, Lake County, Indiana as follows:

**Section 1.** That the engagement letter proposal to provide and furnish professional support and bond sale and financial advisory services in consideration for fees to be charged and billed in a lump sum of the value of the services completed, in a not-to-exceed amount of twenty-seven thousand, dollars (\$27,000) between London Witte Group, LLP, and the Town of Highland, Office of Town Council, and the Town of Highland Department of Public Sanitation and Sanitary District, is hereby approved, adopted and ratified in each and every respect;

**Section 2.** That the terms and charges under the agreement to furnish professional support and bond sale and financial advisory services in consideration for fees to be charged and billed periodically based upon a lump sum of the value of the services completed, including expenses, in a not-to-exceed amount of **twenty-seven thousand, dollars (\$27,000)** are found to be reasonable and fair;

**Section 3.** That there are anticipated to be sufficient and available appropriations balances on hand to support the payments under the agreement, pursuant to IC 5-22-17-3(e) and pursuant to IC 36-1-12-3.5, provided four of five commissioners concur;

**Section 4.** That pursuant to HMC Section 3.05.030(B), the Clerk-Treasurer as purchasing agent for this matter should communicate the actions authorized in this works board order to the board of sanitary commissioners for concurrence and ratification;

**Section 5.** That with this order, the Town Council hereby instructs the board of sanitary commissioners to take the necessary measures to perfect and execute this refunding;

**Section 6.** That the Clerk-Treasurer be hereby authorized to execute the agreement with his signature, subject to Section 4 of this order.

**Be it So Ordered.**

**Duly Adopted** and Ordered by the Highland Town Council, acting as the works board, Lake County, Indiana, this 8<sup>th</sup> day of June 2020 by a vote of 5 in favor and 0 opposed, all pursuant to IC 5-1-9-1, and IC 36-1-12-3.5, which require concurrence of four of the five members.

**Board of Works of the Town of  
HIGHLAND, INDIANA**  
/s/ Mark J. Schocke, President (IC 36-5-2-10)

Attest:

/s/Michael W. Griffin, IAMC/MMC/CPFA/CPFIM/CMO  
Clerk-Treasurer (IC 33-42-4-1; IC 36-5-6-5)

**Board of Sanitary Commissioners Jurat**

**Duly** presented to the Board at its meeting convened on \_\_\_\_\_, 2020. **Approved and concurred in** by the Board of Sanitary Commissioners of the Town of Highland Department of Public Sanitation and Sanitary District, Lake County, Indiana, this, this \_\_\_\_\_ day of \_\_\_\_\_ 2020, by a vote of \_\_\_\_ in favor and \_\_\_\_ opposed.

**BOARD of SANITARY COMMISSIONERS  
Department of Public Sanitation & Sanitary District  
of the TOWN of HIGHLAND, INDIANA**

\_\_\_\_\_  
Richard Garcia, **President**

Attest:

\_\_\_\_\_  
David Jones, **Secretary**



June 4, 2020

Town of Highland Sanitary District, Lake County, Indiana  
c/o Michael Griffin, IAMC/MMC/CPFA/CPFIM/CMO  
Clerk-Treasurer  
3333 Ridge Road  
Highland, Indiana 46322

Re: Engagement Letter for Municipal Advisory Services

Dear Mr. Griffin:

We are pleased to submit this engagement letter to you for consideration by the Town of Highland Sanitary District, Lake County, Indiana ("District") regarding our retention to provide municipal advisory services as it relates to the proposed issuance of sanitary district refunding bonds (the "Bonds") (collectively, the "Financing"). The Financing will provide funds to refund the District's Sanitary District Build America Bonds (Direct Pay to Issuer) and Sanitary District Taxable Build America Bonds, Series 2010 (Direct Payment Option) and to pay cost of issuance.

**LWG CPAS & ADVISORS, IS A REGISTERED MUNICIPAL ADVISOR**

LWG CPAs & Advisors ("LWG"), is a registered municipal advisor under the applicable rules promulgated by the Securities and Exchange District (the "SEC") and the Municipal Securities Rulemaking Board (the "MSRB"). This engagement letter is intended, in part, to comply with the SEC rules and the MSRB rules (collectively, the "Rules"), which require us to disclose certain matters to you and include certain terms herein.

**SCOPE OF SERVICES**

LWG will provide the municipal advisory services necessary in connection with the Financing, including, but not limited to, the following:

1. Advise on financing structures;
2. Assist in coordinating the activities of various participants to the Financing including general counsel, bond counsel, paying agent, underwriters and other consultants;
3. Assist in the preparation of and participate in presentations to S&P Global Ratings and Moody's Investors Services, Inc., as needed;
4. Attend meetings, as requested to discuss the Bonds;

Michael Griffin, IAMC/MMC/CPFA/CPFIM/CMO  
Clerk-Treasurer  
Town of Highland Sanitary District, Lake County, Indiana  
June 4, 2020  
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5. Assist in the drafting of, in conjunction with other members of the working group, documents related to the issuance of the Bonds, including but not limited to the term sheet and/or official statement, studies and/or reports;
6. Assist in negotiating and acquiring bond insurance, credit facilities or other adjunct services directed at credit enhancement and security, where applicable and if needed;
7. Review and analyze bids on sale date, if a competitive sale, or review and advise on pricing if a negotiated sale;
8. Review the requirements of the continuing disclosure annual report inclusive of the required information per the undertaking for the District's outstanding bonds, which shall be updated from time to time to include future issuances to which Rule 15c2-12, as amended, promulgated by the SEC under the Securities Exchange Act of 1934 may apply, as required;
9. Make reasonable inquiries as to the facts that form the basis for any advice we provide to the District;
10. Undertake reasonable investigations to determine that we are not basing any recommendation to the District on materially inaccurate or incomplete information;
11. Have a reasonable basis for:
  - (a) any advice provided to or on behalf of the District;
  - (b) any representation made in a certificate that LWG signs that will be reasonably foreseeably relied upon by the District, any other party involved in the Financing or investors in the Bonds; and
  - (c) any information provided to the District or other parties involved in the Financing in connection with the term sheet for the Bonds;
12. (a) if we make a recommendation to the District regarding the Bonds or the issuance of another series of bonds, have a reasonable basis to believe that the recommendation is suitable for the District, based on information obtained through reasonable due diligence; and
  - (b) if the review of a recommendation of another party regarding the Bonds or the issuance of another series of bonds is requested by the District and is within the scope of our municipal advisory services set forth in this letter, determine, based on the information obtained through reasonable diligence, whether such recommendation is or is not suitable for the District; and

in either case under clause (a) or (b) above, inform the District of:

Michael Griffin, IAMC/MMC/CPFA/CPFIM/CMO  
Clerk-Treasurer  
Town of Highland Sanitary District, Lake County, Indiana  
June 4, 2020  
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- (i) our evaluation of the material risks, potential benefits, structure and other characteristics of such recommendation;
  - (ii) the basis upon which we reasonably believe that such recommendation is, or (in the case of such recommendation made by another party as described in clause (b) above) is not, suitable for the client; and
  - (iii) whether we have investigated or considered other reasonable feasible alternatives to such recommendation that might also or alternatively serve the District's objectives;
13. Deal honestly and with the utmost good faith with the District and act in the District's best interests without regard to the financial or other interests of LWG; and
14. Assist in coordinating the closing and the settlement in connection with the issuance of the Bonds (the "Closing").

During the course of this engagement, we will assume and rely on you to provide us with complete and timely information on all developments pertaining to any aspect of the Bonds and their security. We understand that you will direct your representatives and members of your staff to cooperate with us in this regard. Upon delivery of the Bonds at the Closing, our responsibilities as municipal advisor with respect to the issue of the Bonds will be concluded.

Our services as municipal advisor are limited to those expressly set forth above. Among other things, our services as municipal advisor do not include:

- (1) in the event the Bonds will be sold in a negotiated sale, contacting any financial institutions or other potential purchasers of the Bonds for the purpose of soliciting a purchaser of the Bonds, providing such purchasers term sheets or otherwise negotiating with any of them as to the terms of the Bonds; in such event, we recommend that the District engage a registered broker-dealer to handle such responsibilities;
- (2) after the Closing, providing any further municipal advice to the District regarding the Bonds; or
- (3) any other matter not specifically set forth above.

#### **ENGAGEMENT TEAM**

As a registered municipal advisor under the Rules, all of our advice provided pursuant to this engagement letter will be provided by either a registered municipal advisor principal or a registered municipal advisor representative of LWG. For purposes of this Financing, Jennifer Hudson will be in charge of the engagement, however, we may assign portions of the work to be

Town of Highland Sanitary District, Lake County, Indiana  
June 4, 2020  
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done to a registered municipal advisor principal or other registered municipal advisor representatives of the firm or to firm personnel, such as staff accountants and secretarial staff, who are not a registered municipal advisor principal or a registered municipal advisor representatives, but who will be acting under the direct supervision of a registered municipal advisor principal or a registered municipal advisor representative of the firm.

#### **COMPENSATION**

Our fees for this Financing will be \$27,000 in connection with the issuance of the Bonds. Such fees will be based on the reasonable value of our services. The primary factors in determining our fees will be the amount of time and applicable hourly billing rates for each registered municipal advisor principal and registered municipal advisor representative and other firm personnel working on this Financing.

Our fees will be paid at the Closing, and we will not submit any statement until the Closing, unless: (1) there is a substantial delay in completing the Financing, in which case, we will submit an invoice for the time and expenses incurred to the date indicated in such invoice, which amount will be applied toward and reduce the fixed fee to be paid at Closing; or (2) the District notifies us that the Financing will not be completed or it is terminating our services under this engagement letter, in which case, we will submit an invoice for the time and expenses incurred to the date of such notification and our responsibilities as municipal advisor to the District with respect to the issue of the Bonds will be concluded.

#### **MATERIAL CONFLICTS OF INTEREST**

##### **General**

LWG makes the disclosures set forth below with respect to material conflicts of interest in connection with the scope of services described above under the caption "SCOPE OF SERVICES" under this Engagement Letter (collectively, the "Scope of Services"), together with how LWG addresses or intends to manage or mitigate each conflict.

##### **General Mitigations**

As general mitigations of LWG's conflicts, with respect to all of the conflicts disclosed below, LWG mitigates such conflicts through its adherence to its fiduciary duty to the District, which includes a duty of loyalty to the District in performing all municipal advisory activities for the District. This duty of loyalty obligates LWG to deal honestly and with the utmost good faith with the District and to act in the District's best interests without regard to LWG's financial or other interests. The disclosures below describe, as applicable, any additional mitigations that may be relevant with respect to any specific conflict disclosed below.

Michael Griffin, IAMC/MMC/CPFA/CPFIM/CMO  
Clerk-Treasurer  
Town of Highland Sanitary District, Lake County, Indiana  
June 4, 2020  
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There is no affiliate of LWG that is or will provide any advice, service or product to or on behalf of the District that is directly or indirectly related to the municipal advisory activities to be performed by us pursuant to this engagement letter. We have made no payments, directly or indirectly, to obtain or retain the District's municipal advisory business pursuant to this engagement letter. We have received no payments from third parties to enlist our recommendation to the District of the services of any such third party, including with respect to any municipal securities transaction or municipal financial product, such as a municipal derivative, a guaranteed investment contract or investment strategy with respect to the use of the proceeds of a municipal security.

We have not entered into any fee-splitting arrangement with any provider of investments or services to the District. As described above under the caption "COMPENSATION," our fees are not contingent on the size or the closing of the Financing pursuant to this engagement letter. We have no other engagements or relationships that might impair our ability to fulfill our duty of care and duty of loyalty to the District.

**Other Relationships**

LWG serves a wide variety of other clients that may from time to time have interests that could have a direct or indirect impact on the interests of the District. For example, LWG serves as municipal advisor to other municipal advisory clients and, in such cases, owes a regulatory duty to such other clients just as it does to the District under this engagement letter. These other clients may, from time to time and depending on the specific circumstances, have competing interests such as accessing the new issue market with the most advantageous timing and with limited competition at the time of the offering. In acting in the interests of its various clients, LWG could potentially face a conflict of interest arising from these competing client interests. None of these other engagements or relationships would impair LWG's ability to fulfill its regulatory duties to the District.

**Compensation-Based Conflicts**

The fees due under this engagement letter are in a fixed amount established at the outset hereof. The amount is usually based upon an analysis by the District and LWG of, among other things, the expected duration and complexity of the transaction and the Scope of Services to be performed by LWG. This form of compensation presents a potential conflict of interest, because, if the transaction requires more work than originally contemplated, LWG may suffer a loss. Thus, LWG may recommend less time-consuming alternatives or fail to do a thorough analysis of alternatives. This conflict of interest is mitigated by the general mitigations described above.

**LEGAL OR DISCIPLINARY EVENTS**

A Civil Judicial Action DRP on Form MA and MA-I was filed with the SEC as a result of a complaint filed by the City of Marion, Indiana against five (5) parties including LWG. Further

Michael Griffin, IAMC/MMC/CPFA/CPFIM/CMO  
Clerk-Treasurer  
Town of Highland Sanitary District, Lake County, Indiana  
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details regarding the complaint can be found in the Civil Judicial Action DRP on the most recent Form MA available by means of the following link:

<https://www.sec.gov/edgar/searchedgar/companysearch.html>

**CONCLUSION**

If you agree to our services as municipal advisor to the District upon the terms set forth herein, please indicate your agreement, on behalf of the District, by executing the enclosed copy of this letter in the space provided below and return the executed copy to me.

You may terminate our engagement as municipal advisor at any time simply by notifying us. We may terminate and withdraw from our engagement for nonpayment of our fees and expenses as described above.

We are pleased to have this opportunity to be of service to you. If you have any questions regarding this engagement letter, please call me.

Sincerely,



James P. Higgins

ACKNOWLEDGED AND AGREED TO:

TOWN OF HIGHLAND SANITARY DISTRICT, LAKE COUNTY, INDIANA

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

- 8. Works Board Order No. 2020-33:** An Order of the Works Board Approving Authorizing and Approving an Agreement between London Witte Group, LLP and the Town of Highland Office of Town Council and the Lincoln Community Center Building Corporation to Perform Professional Financial Advisory and Bond Sale Support Services Regarding the Refunding of Certain Outstanding Bonds of the Lincoln Community Center Building Corporation.

Councilor Black moved the passage and adoption of Works Board Order No. 2020-33. Councilor Sheeman seconded. Upon a roll call vote, there were five affirmatives and no negatives. The motion passed. The order was passed and adopted.

**TOWN OF HIGHLAND  
BOARD OF WORKS  
ORDER OF THE WORKS BOARD NO. 2020-33**

**AN ORDER OF THE WORKS BOARD APPROVING AUTHORIZING AND APPROVING AN AGREEMENT BETWEEN LONDON WITTE GROUP, LLP AND THE TOWN OF HIGHLAND OFFICE OF TOWN COUNCIL AND THE LINCOLN COMMUNITY CENTER BUILDING CORPORATION TO PERFORM PROFESSIONAL FINANCIAL ADVISORY AND BOND SALE SUPPORT SERVICES REGARDING THE REFUNDING OF CERTAIN OUTSTANDING BONDS OF THE LINCOLN COMMUNITY CENTER BUILDING CORPORATION.**

**Whereas**, The Town of Highland, through its Town Council, which is the Works Board and fiscal body of the Municipality has determined that a need exists to refund certain bonds of the of the Lincoln Community Center Building Corporation to render savings on costs of the debt and to lower the existing debt service capital lease levy requirements;

**Whereas,** The Town of Highland Office of Town Council and the Town of Highland Parks and Recreation Department as well as the Board of Directors of the Lincoln Community Center Building Corporation, have been reliably advised by the Clerk-Treasurer that a need exists to engage professional financial advisory services to assist with the sale of certain bonds and related financing analysis related to the financing of the refunding bonds and related expenses associated with such a financing;

**Whereas,** London Witte Group, LLP, has offered and presented a letter proposal to provide and furnish professional support and bond sale and financial advisory services in consideration for fees to be charged and billed periodically based upon a lump sum of the value of the services completed, excluding expenses, in a not-to-exceed amount of Twenty-seven-thousand, dollars (\$27,000);

**Whereas,** IC 5-1-5 et seq., and IC 5-1-9 provide generally for the authority to issue refunding bonds to capture relevant savings;

**Whereas,** There are anticipated to be sufficient and available appropriations balances on hand to support the payments under the agreement, pursuant to IC 5-22-17-3(e) and IC 36-1-12-3.5, provided four of five councilors concur;

**Whereas,** The Clerk-Treasurer, as purchasing agent in the associated matter, is prohibited from entering into a service agreement that exceeds \$15,000 without the express approval of the purchasing agency, which in this case, is the Works Board, all pursuant to Section 3.05.030 (A) of the Highland Municipal Code; and,

**Whereas,** The Town of Highland, through its Town Council acting as the works board, now desires to accept and approve the agreement for services as herein described,

**Now, Therefore Be it Resolved** by the Town Council, acting as the Works Board of the Town of Highland, Lake County, Indiana, as follows:

**Section 1.** That the engagement letter proposal to provide and furnish professional support and bond sale and financial advisory services in consideration for fees to be charged and billed in a lump sum of the value of the services completed, in a not-to-exceed amount of twenty-seven thousand, dollars (\$27,000) between London Witte Group, LLP, and the Town of Highland, Office of Town Council, and the Lincoln Community Center Building Corporation, is hereby approved, adopted and ratified in each and every respect;

**Section 2.** That the terms and charges under the agreement to furnish professional support and bond sale and financial advisory services in consideration for fees to be charged and billed periodically based upon a lump sum of the value of the services completed, including expenses, in a not-to-exceed amount of **twenty-seven thousand, dollars (\$27,000)** are found to be reasonable and fair;

**Section 3.** That there are anticipated to be sufficient and available appropriations balances on hand to support the payments under the agreement, pursuant to IC 5-22-17-3(e) and pursuant to IC 36-1-12-3.5, provided four of five councilors concur;

**Section 4.** That the Clerk-Treasurer as purchasing agent for this matter should communicate the actions authorized in this works board order to the Parks and Recreation Department Superintendent as agent for the Lincoln Community Center Building Corporation Board of Directors for concurrence and ratification;

**Section 5.** That with this order, the Town Council hereby instructs the board of directors of the Lincoln Community Center Building Corporation to take the necessary measures to perfect and execute this refunding;

**Section 6.** That the Clerk-Treasurer be hereby authorized to execute the agreement with his signature, subject to Section 4 of this order.

**Be it So Ordered.**

**Duly Adopted** and Ordered by the Highland Town Council, Lake County, Indiana, this 8<sup>th</sup> day of June 2020 by a vote of 5 in favor and 0 opposed, all pursuant to IC 5-1-9-1, and IC 36-1-12-3.5, which require concurrence of four of the five members.

**Board of Works of the Town of**  
**HIGHLAND, INDIANA**  
/s/ Mark J. Schocke, President (IC 36-5-2-10)

Attest:

/s/ Michael W. Griffin, IAMC/MMC/CPFA/CPFIM/CMO  
Clerk-Treasurer (IC 33-42-4-1; IC 36-5-6-5)

Board of Directors Jurat

Duly presented to the Board at its meeting convened on \_\_\_\_\_, 2020. Approved and concurred in by the Board of Directors of the Lincoln Community Center Building Corporation, Lake County, Indiana, this, this \_\_\_\_\_ day of \_\_\_\_\_ 2020, by a vote of \_\_\_\_\_ in favor and \_\_\_\_\_ opposed.

BOARD of DIRECTORS  
Lincoln Community Center Building Corporation  
of the TOWN of HIGHLAND, INDIANA

\_\_\_\_\_  
Carolyn Turich, President

Attest:

\_\_\_\_\_  
Alex M. Brown, Agent



June 4, 2020

Lincoln Center Building Corp.  
c/o Michael Griffin, IAMC/MMC/CPFA/CPFIM/CMO  
Clerk-Treasurer  
3333 Ridge Road  
Highland, Indiana 46322

Re: Engagement Letter for Municipal Advisory Services

Dear Mr. Griffin:

We are pleased to submit this engagement letter to you for consideration by the Lincoln Center Building Corp. (the "Building Corporation") regarding our retention to provide municipal advisory services as it relates to the proposed issuance of ad valorem property tax first mortgage refunding bonds (the "Bonds") (collectively, the "Financing"). The Financing will provide funds to refund the Building Corporation's Taxable Ad Valorem Property Tax First Mortgage Bonds, Series 2010 (Build America Bonds – Direct Payment Option) and to pay cost of issuance.

**LWG CPAS & ADVISORS, IS A REGISTERED MUNICIPAL ADVISOR**

LWG CPAs & Advisors ("LWG"), is a registered municipal advisor under the applicable rules promulgated by the Securities and Exchange Building Corporation (the "SEC") and the Municipal Securities Rulemaking Board (the "MSRB"). This engagement letter is intended, in part, to comply with the SEC rules and the MSRB rules (collectively, the "Rules"), which require us to disclose certain matters to you and include certain terms herein.

**SCOPE OF SERVICES**

LWG will provide the municipal advisory services necessary in connection with the Financing, including, but not limited to, the following:

1. Advise on financing structures;
2. Assist in coordinating the activities of various participants to the Financing including general counsel, bond counsel, paying agent, underwriters and other consultants;
3. Assist in the preparation of and participate in presentations to S&P Global Ratings and Moody's Investors Services, Inc., as needed;
4. Attend meetings, as requested to discuss the Bonds;

Michael Griffin, IAMC/MMC/CPFA/CPFIM/CMO  
Clerk-Treasurer  
Lincoln Center Building Corp.  
June 4, 2020  
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5. Assist in the drafting of, in conjunction with other members of the working group, documents related to the issuance of the Bonds, including but not limited to the term sheet and/or official statement, studies and/or reports;
6. Assist in negotiating and acquiring bond insurance, credit facilities or other adjunct services directed at credit enhancement and security, where applicable and if needed;
7. Review and analyze bids on sale date, if a competitive sale, or review and advise on pricing if a negotiated sale;
8. Review the requirements of the continuing disclosure annual report inclusive of the required information per the undertaking for the Building Corporation's outstanding bonds, which shall be updated from time to time to include future issuances to which Rule 15c2-12, as amended, promulgated by the SEC under the Securities Exchange Act of 1934 may apply, as required;
9. Make reasonable inquiries as to the facts that form the basis for any advice we provide to the Building Corporation;
10. Undertake reasonable investigations to determine that we are not basing any recommendation to the Building Corporation on materially inaccurate or incomplete information;
11. Have a reasonable basis for:
  - (a) any advice provided to or on behalf of the Building Corporation;
  - (b) any representation made in a certificate that LWG signs that will be reasonably foreseeably relied upon by the Building Corporation, any other party involved in the Financing or investors in the Bonds; and
  - (c) any information provided to the Building Corporation or other parties involved in the Financing in connection with the term sheet for the Bonds;
12. (a) if we make a recommendation to the Building Corporation regarding the Bonds or the issuance of another series of bonds, have a reasonable basis to believe that the recommendation is suitable for the Building Corporation, based on information obtained through reasonable due diligence; and  
(b) if the review of a recommendation of another party regarding the Bonds or the issuance of another series of bonds is requested by the Building Corporation and is within the scope of our municipal advisory services set forth in this letter, determine, based on the information obtained through reasonable diligence, whether such recommendation is or is not suitable for the Building Corporation; and

Michael Griffin, IAMC/MMC/CPFA/CPFIM/CMO  
Clerk-Treasurer  
Lincoln Center Building Corp.  
June 4, 2020  
Page 3

in either case under clause (a) or (b) above, inform the Building Corporation of:

- (i) our evaluation of the material risks, potential benefits, structure and other characteristics of such recommendation;
  - (ii) the basis upon which we reasonably believe that such recommendation is, or (in the case of such recommendation made by another party as described in clause (b) above) is not, suitable for the client; and
  - (iii) whether we have investigated or considered other reasonable feasible alternatives to such recommendation that might also or alternatively serve the Building Corporation's objectives;
13. Deal honestly and with the utmost good faith with the Building Corporation and act in the Building Corporation's best interests without regard to the financial or other interests of LWG; and
14. Assist in coordinating the closing and the settlement in connection with the issuance of the Bonds (the "Closing").

During the course of this engagement, we will assume and rely on you to provide us with complete and timely information on all developments pertaining to any aspect of the Bonds and their security. We understand that you will direct your representatives and members of your staff to cooperate with us in this regard. Upon delivery of the Bonds at the Closing, our responsibilities as municipal advisor with respect to the issue of the Bonds will be concluded.

Our services as municipal advisor are limited to those expressly set forth above. Among other things, our services as municipal advisor do not include:

- (1) in the event the Bonds will be sold in a negotiated sale, contacting any financial institutions or other potential purchasers of the Bonds for the purpose of soliciting a purchaser of the Bonds, providing such purchasers term sheets or otherwise negotiating with any of them as to the terms of the Bonds; in such event, we recommend that the Building Corporation engage a registered broker-dealer to handle such responsibilities;
- (2) after the Closing, providing any further municipal advice to the Building Corporation regarding the Bonds; or
- (3) any other matter not specifically set forth above.

#### ENGAGEMENT TEAM

As a registered municipal advisor under the Rules, all of our advice provided pursuant to this engagement letter will be provided by either a registered municipal advisor principal or a

done to a registered municipal advisor principal or other registered municipal advisor representatives of the firm or to firm personnel, such as staff accountants and secretarial staff, who are not a registered municipal advisor principal or a registered municipal advisor representatives, but who will be acting under the direct supervision of a registered municipal advisor principal or a registered municipal advisor representative of the firm.

#### **COMPENSATION**

Our fees for this Financing will be \$27,000 in connection with the issuance of the Bonds. Such fees will be based on the reasonable value of our services. The primary factors in determining our fees will be the amount of time and applicable hourly billing rates for each registered municipal advisor principal and registered municipal advisor representative and other firm personnel working on this Financing.

Our fees will be paid at the Closing, and we will not submit any statement until the Closing, unless: (1) there is a substantial delay in completing the Financing, in which case, we will submit an invoice for the time and expenses incurred to the date indicated in such invoice, which amount will be applied toward and reduce the fixed fee to be paid at Closing; or (2) the Building Corporation notifies us that the Financing will not be completed or it is terminating our services under this engagement letter, in which case, we will submit an invoice for the time and expenses incurred to the date of such notification and our responsibilities as municipal advisor to the Building Corporation with respect to the issue of the Bonds will be concluded.

#### **MATERIAL CONFLICTS OF INTEREST**

##### **General**

LWG makes the disclosures set forth below with respect to material conflicts of interest in connection with the scope of services described above under the caption "SCOPE OF SERVICES" under this Engagement Letter (collectively, the "Scope of Services"), together with how LWG addresses or intends to manage or mitigate each conflict.

##### **General Mitigations**

As general mitigations of LWG's conflicts, with respect to all of the conflicts disclosed below, LWG mitigates such conflicts through its adherence to its fiduciary duty to the Building Corporation, which includes a duty of loyalty to the Building Corporation in performing all municipal advisory activities for the Building Corporation. This duty of loyalty obligates LWG to deal honestly and with the utmost good faith with the Building Corporation and to act in the Building Corporation's best interests without regard to LWG's financial or other interests. The

Michael Griffin, IAMC/MMC/CPFA/CPFIM/CMO  
Clerk-Treasurer  
Lincoln Center Building Corp.  
June 4, 2020  
Page 5

disclosures below describe, as applicable, any additional mitigations that may be relevant with respect to any specific conflict disclosed below.

There is no affiliate of LWG that is or will provide any advice, service or product to or on behalf of the Building Corporation that is directly or indirectly related to the municipal advisory activities to be performed by us pursuant to this engagement letter. We have made no payments, directly or indirectly, to obtain or retain the Building Corporation's municipal advisory business pursuant to this engagement letter. We have received no payments from third parties to enlist our recommendation to the Building Corporation of the services of any such third party, including with respect to any municipal securities transaction or municipal financial product, such as a municipal derivative, a guaranteed investment contract or investment strategy with respect to the use of the proceeds of a municipal security.

We have not entered into any fee-splitting arrangement with any provider of investments or services to the Building Corporation. As described above under the caption "COMPENSATION," our fees are not contingent on the size or the closing of the Financing pursuant to this engagement letter. We have no other engagements or relationships that might impair our ability to fulfill our duty of care and duty of loyalty to the Building Corporation.

#### **Other Relationships**

LWG serves a wide variety of other clients that may from time to time have interests that could have a direct or indirect impact on the interests of the Building Corporation. For example, LWG serves as municipal advisor to other municipal advisory clients and, in such cases, owes a regulatory duty to such other clients just as it does to the Building Corporation under this engagement letter. These other clients may, from time to time and depending on the specific circumstances, have competing interests such as accessing the new issue market with the most advantageous timing and with limited competition at the time of the offering. In acting in the interests of its various clients, LWG could potentially face a conflict of interest arising from these competing client interests. None of these other engagements or relationships would impair LWG's ability to fulfill its regulatory duties to the Building Corporation.

#### **Compensation-Based Conflicts**

The fees due under this engagement letter are in a fixed amount established at the outset hereof. The amount is usually based upon an analysis by the Building Corporation and LWG of, among other things, the expected duration and complexity of the transaction and the Scope of Services to be performed by LWG. This form of compensation presents a potential conflict of interest, because, if the transaction requires more work than originally contemplated, LWG may suffer a loss. Thus, LWG may recommend less time-consuming alternatives or fail to do a thorough analysis of alternatives. This conflict of interest is mitigated by the general mitigations described above.

Michael Griffin, IAMC/MMC/CPFA/CPFIM/CMO  
Clerk-Treasurer  
Lincoln Center Building Corp.  
June 4, 2020  
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**LEGAL OR DISCIPLINARY EVENTS**

A Civil Judicial Action DRP on Form MA and MA-I was filed with the SEC as a result of a complaint filed by the City of Marion, Indiana against five (5) parties including LWG. Further details regarding the complaint can be found in the Civil Judicial Action DRP on the most recent Form MA available by means of the following link:

<https://www.sec.gov/edgar/searchedgar/companysearch.html>

**CONCLUSION**

If you agree to our services as municipal advisor to the Building Corporation upon the terms set forth herein, please indicate your agreement, on behalf of the Building Corporation, by executing the enclosed copy of this letter in the space provided below and return the executed copy to me.

You may terminate our engagement as municipal advisor at any time simply by notifying us. We may terminate and withdraw from our engagement for nonpayment of our fees and expenses as described above.

We are pleased to have this opportunity to be of service to you. If you have any questions regarding this engagement letter, please call me.

Sincerely,



James P. Higgins

ACKNOWLEDGED AND AGREED TO:

LINCOLN CENTER BUILDING CORP.

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

- 9. Executive Order No. 2020-31:** An Order for the Temporary Waiver of Late charges by the Municipal Utilities and for a Temporary Moratorium on Cessation of Water Services or Shut-offs to Enforce Payment. (*Extending the provisions of Executive Order No. 2020-12.*)

The Town Council President indicated his intention to adopt the order and execute it with his signature.

**THE TOWN of HIGHLAND**  
**ORDER of the MUNICIPAL EXECUTIVE NO. 2020-31**

**AN ORDER FOR THE TEMPORARY WAIVER OF LATE CHARGES BY THE MUNICIPAL UTILITIES AND FOR A TEMPORARY MORATORIUM ON CESSATION OF WATER SERVICES OR SHUT-OFFS TO ENFORCE PAYMENT**

**Whereas,** The President of the United States and the Governor of the State of Indiana have issued emergency declarations in consequence of the Corona Virus COVID-19 Pandemic;

**Whereas,** The Town of Highland, through its Town Council President, as the principal executive officer did to issue a finding and determination that an emergency exists sufficient to support the declaration of a *Local Disaster Emergency*, all pursuant to IC 10-14-3-29 and on March 16, 2020 did issue Proclamation of the Municipal Executive No. 2020-02;

**Whereas,** The Town Council, as Legislative Body, in order to allow the “*lawful alacrity of response and action of public resources*” clarified the executive powers of the Town Council President and extended his executive proclamation for a sufficient period of days, which *such period will expire on July 5*, unless otherwise extended by the Town council as the legislative body of the Town;

**Whereas,** Section 3 of Executive Proclamation 2020-02 provides the Town Council President with the authority to furnish aid and assistance under disaster plans; and,

**Whereas,** The Town of Highland through its Town Council President has determined that as persons practice social distancing, they may experience reduction in or elimination of work, now desires to issue an order to bring temporary relief for a time certain owing to the circumstances as herein described, pursuant to lawful authority previously conferred,

**Now Therefore Be it hereby Ordered** by the Town Council President of the Town of Highland, Lake County, Indiana as follows:

**Section 1.** That pursuant to Indiana Governor Executive Order 20-05 as renewed by Executive Order No. 20-30, that the effective from the date of this order for services incurred or accrued on April 1 and thereafter for a period ending on **September 30, 2020**, that enforced cessation of water service or shut offs shall be suspended and not carried out by the municipality or its utilities;

**Section 2.** That effective from the date of this order for services incurred or accrued on April 1 and thereafter for a period ending on **September 30, 2020**, no delinquency or penalties shall be charged on services provided by the utilities, except that fees shall still be subject to the procedures set forth in IC 36-9-25-11-(g);

**Section 3.** That, as before, nothing in this order shall be construed to relieve utility customers of their obligation to pay their monthly user charges, or for charges accrued during the period covered by this and the prior Municipal Executive Order 2020-12, or to comply with ordinances, rules and regulations of the municipal utilities;

**Section 4.** That any actions described in this order but carried out prior to its execution, are hereby ratified and affirmed pursuant to IC 36-1-4-16

**Section 5** That the Public Works Director and the Clerk-Treasurer are hereby directed to carry-out, execute, and honor the purposes and objects of this order in performing their usual duties outlined in Title 12 of the Highland Municipal Code;

**BE IT SO ORDERED** pursuant to and under the authority of Proclamation of the Municipal Executive No. 2020-02, further pursuant to IC 10-14-3-29 and Enactment No. 2020-27. Entered this 8<sup>th</sup> day of June 2020 by the Town Council President of the Town of Highland, Lake County, Indiana.

**TOWN of HIGHLAND, INDIANA  
By its Town Council President**

/s/Mark J. Schocke, President

**Attest:**

/s/ Michael W. Griffin, IAMC/MMC/CPFA/CPFIM/CMO  
Clerk-Treasurer (IC 33-42-4-1;IC 36-5-6-5)

**10. Authorizing the proper officer to publish legal notice of a public hearing:** Public Hearing to consider additional appropriations in the amount of **\$972,865** in the **Downtown Allocation Area Fund**. (*Date of proposed hearing should be discussed – it was noted that it was desirable to hold the hearing at the next plenary meeting but noted that the timing under IC 5-3-1 might require a hearing in July.*)

Councilor Black moved to authorize the proper officer to publish legal notice as indicated on a date based upon the timing of the newspaper. Councilor Sheeman

seconded. Upon a roll call vote, there were five affirmatives and no negatives. The motion passed. The publication was authorized.

- 11. Proposed Ordinance No. 1717:** An Ordinance to Establish and Control the Use of Ceremonial and Honorific Banners on the Town of Highland Property Specifically for the Used Described in the Ordinance.

Councilor Herak introduced and filed Ordinance No. 1717. There was no further action.

**Remarks from the Town Council:**  
*(For the Good of the Order)*

**Councilor Bernie Zemen:** • *Fire Department, Liaison* • *Liaison to the Plan Commission*

Councilor Zemen wished the Highland Fire Chief a happy birthday. Her also acknowledged that the Public Works Director was working his last month before retirement, slated to be June 30.

- **Councilor Mark Herak:** • *Budget and Finance Chair* • *Liaison to the Advisory Board of Zoning Appeals* • *Town Board of Metropolitan Police Commissioners, Liaison.*

Councilor Herak also acknowledged the Public Works Director for his 46 plus years of service to Highland and his forthcoming retirement.

Councilor Herak acknowledged the Building Commissioner, who reported on matters pending before the Advisory Board of Zoning Appeals.

Councilor Herak also wished the Fire Chief a happy birthday.

- **Councilor Tom Black:** *Liaison to the Board of Sanitary Commissioners* • *Liaison to the Board of Waterworks Directors.*

Councilor Black thanked the public safety workers who worked especially hard in light of the sudden gatherings and demonstrations assembling in Northwest Indiana protesting the manner of death of George Boyd of Minneapolis, Minnesota at the hands of a police officer.

Councilor Black thanked the Public Works Director for his service.

- **Councilor Roger Sheeman:** *Chamber of Commerce Liaison* • *Liaison to the Community Events Commission* • *Information Technology Liaison* • *and Redevelopment Commission Liaison.*

Councilor Sheeman reported on a possible “carnival” slated tentatively for September under the aegis of the Community Events Commission. Councilor Sheeman further reported on the Main Street Bureau working on Last Call for Summer at August 22.

- **Councilor President Mark Schocke:** *Town Executive* • *Chair of the Board of Police Pension Trustees* • *Park and Recreation Liaison.*

The Town Council President acknowledged the Parks and Recreation Superintendent who reported on parks and recreation and its reading of Indiana Governor Executive Order No. 20-26 and the success of its opening, and activity in the fitness center and the Summer Day Camp, all observing the required social separation and the CDC guidance. The Parks and Recreation Superintendent reported that the community theater program will be cancelled but the department intended to host summer concerts at Main Square.

It was noted that scheduled days off in the police department were cancelled and fortified patrols were scheduled. This was in consequence of the general activity protesting the treatment of George Floyd of Minneapolis, Minnesota.

Councilor Herak wished the Fire Chief a happy birthday.

Councilor Herak commended and thank the Public Works Director, Mr. Bach, for delaying the original date of his intended retirement to assist the Town with the emergency declarations owing to the COVID-19 virus. Councilor Herak wished the Public Works Director

**Comments from Visitors or Residents:**

1. Larry Kondrat, Highland, encouraged the Town to consider allowing or providing a special homecoming parade or some other gesture to commemorate the graduation of the Highland High School Senior who had to graduate I.

Mr. Kondrat further expressed concern about the zoning and the administrative action that might be necessary to permit the Highland Nursing Home, 9630 Fifth Street, Highland. Mr. Kondrat thought that the proposed repurposing of the site for drug and alcohol rehabilitation. He

There was an extended colloquy between and among Mr. Kondrat, the Town Council President and Councilor Herak regarding the proposed repurposing and the legal opinion they have suggesting that the nursing home could convert to that use.

Council President Schocke also commended the Public Works Director on his pending retirement.

Mr. Kondrat further inquired about the refinancing of the Lincoln Community Center First Mortgage Bonds and the several BAB's Bonds issued by the Sanitary Board fr the Sanitary District.

2. Terry Steagall, Highland, suggested that the Town of Highland consider passing a resolution regarding June 19 commemoration sometimes called Juneteeth, noting its special recollection of the news of the end of the civil war and the issuance of the declaration of Indianapolis.
3. Richard Volbrecht, Highland, Indiana, commented regarding the School Board and the disposition of the drainage plane near the bike path. He further commented on the differences in the portion of the meeting dedicated to public comment between the School Town of Highland, and the Town Council of Highland.

**Payment of Accounts Payable Vouchers.** There being no further comments from the public, Councilor Black moved to allow the vendors accounts payable vouchers as filed on the pending accounts payable docket, covering the period May 12, 2020 through June 08, 2020 as well as to ratify the payroll docket for the paydays May 8, 2020 and May 22, 2020. Councilor Zemen negatives. The motion passed. The accounts payable vouchers for the vendor docket were allowed, payroll dockets and other payments allowed in advance were ratified, and for all remaining invoices, the Clerk-Treasurer was authorized to make payment.

**Vendors Accounts Payable Docket:**

**General Fund, \$446,916.14; Motor Vehicle Highway and Street (MVH) Fund, \$46,929.85; Law Enforcement Continuing Education and Training and Supply Fund, \$3,055.53; Hazardous Materials Incident Response Fund, \$2,150.62; Flexible Spending Accounts**

**Agency Fund, \$619.20; Insurance Premium Agency Fund, \$204,295.38; Information Communications Technology Fund, \$12,567.13; Civil Donation Fund, \$298.95; Special Events Non Reverting Fund, \$77.59; Police Pension 1925 Fund, \$69,169.30; Municipal Cumulative Capital Development Fund, \$8,218.63; Traffic Violations and Law Enforcement Agency Fund, \$500.00; Special Community Crossings Grant Fund, \$31,003.45; Public Safety Local Income Tax Fund, \$62,281.83; Total: \$888,083.60.**

**Payroll Docket for payday of May 08, 2020:**

**Council, Boards and Commissions, \$0.00; Office of Clerk-Treasurer, \$16,103.66; Building and Inspection Department, \$8,806.51; Metropolitan Police Department, \$122,429.82; Fire Department, \$3,985.64; Public Works Department (Agency), \$68,534.29 and 1925 Police Pension Plan Pension Fund, \$0.00; Total Payroll: \$219,859.92.**

**Payroll Docket for payday of May 22, 2020:**

**Council, Boards and Commissions, \$8,570.06; Office of Clerk-Treasurer, \$16,103.66; Building and Inspection Department, \$9,245.60; Metropolitan Police Department, \$116,005.74; Fire Department, \$3,856.36; Public Works Department (Agency), \$66,936.38 and 1925 Police Pension Plan Pension Fund, \$69,061.65; Total Payroll: \$289,75945.**

**Adjournment of Plenary Meeting.** Councilor Zemen moved that the plenary meeting electronically convened be adjourned. Councilor Black seconded. Upon a roll call vote, there were four affirmatives, no negatives and one abstention. With Councilors Zemen, Sheeman, Black and Schocke voting in the affirmative, no negatives, and Councilor Herak abstaining, the motion passed. The regular plenary meeting, convened electronically, of the Town Council for Monday, June 08, 2020 was adjourned at 8:48O'clock p.m.

Michael W. Griffin, IAMC/MMC/CPFA/CPFIM/CMO  
Clerk-Treasurer

Approved by the Town Council at its meeting of \_\_\_\_\_, 2020.

Michael W. Griffin, IAMC/MMC/CPFA/CPFIM/CMO  
Clerk-Treasurer